

## Applying for the AETE Board

This section includes instructions on how to apply for the AETE Board, what documents are required and includes information on how the opportunities are funded.

The AETE Board Application instructions provide guidance on how to apply for those competitive opportunities listed in this catalog that are funded by the ASC. It outlines exactly which documents are required, how they should be completed, the date of the Board and how and where to send the applications.

All applicants are expected to provide the items listed so that board members have the appropriate information on which to conduct an evaluation. It is important that all information be complete and as accurate as possible. Assistance in developing these documents or compiling your application can be obtained by contacting your Acquisition Career Manager.

The board rates the appropriateness of the candidate's requested opportunity based on the entire package provided. A candidate is selected based on previous achievements as defined in the Acquisition Career Record Brief (ACRB) and the individual's career development plan as outlined in the Individual Development Plan (IDP), the candidate's potential to successfully complete the desired program and the benefit to the Army and the AAC and the Senior Rater's Potential Evaluation (SRPE).

Applications for the AETE Board must be submitted to the address provided by the closing date of the announcement. All applications must be received by that date. Complete applications will be accepted by mail and express mail services. Fax and other electronic media copies will not be accepted. Applications submitted in government paid envelopes will not be accepted.

The Board results will generally be made available within 30 days after the completion of the Board. Applicants will be contacted as to their status and the appropriate paperwork (funded DD Form 1556, TDY orders, etc.) provided.

## Application/Instructions

The AETE Board meets annually in April, to consider eligible A&TWF members for various education, training and experience opportunities. To review the official announcement go to: <http://asc.rdaisa.army.mil>.

### DOCUMENTS REQUIRED FOR APPLICATION TO AETE SELECTION BOARD

1. ☐ **Acquisition Career Record Brief** (ACRB) (civilian) or **Officer Record Brief** (ORB) (military) updated with current information and signed by the individual. Civilians should contact their Acquisition Career Manager for assistance with updating record brief.
2. ☐ **Resume.** All civilian applicants must submit a resume. To facilitate easy review by the board, all resumes must be in a standard resume format.
3. ☐ **Performance Appraisals.** Include last three evaluations with support forms. Include memo signed by individual explaining unrated period in excess of three months. For civilians, evaluations must include the associated standards for each evaluation. **Military applicants will provide the ORB and OMPF.**
4. ☐ **Senior Rater Potential Evaluation** (SRPE) (Civilians only in Grade 13 and above or the personnel demonstration project payband equivalent.) The senior rater for the SRPE is the same individual as the senior rater for TAPES/CCAS; i.e., the rater's rater. Evaluation must have been completed within the last year. Go to the ASC home page for information on completing the SRPE.
5. ☐ **Individual Development Plan** (IDP). The electronic signature on the IDP must match the signature on the DD Form 1556. When required, the IDP is used in place of the Post Utilization Plan to document the objectives of a course and the benefits to be derived from the course. The automated IDP is located at <https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>. The IDP must be updated (within previous six months) to include the course and the course dates for which the applicant is applying.
6. ☐ **DD Form 1556.** Submit one form for entire period of training, even when training crosses fiscal years. A **DD Form 1556** must be completed for each training application submitted. "Signed for" signatures on the DD Form 1556 will not be accepted. The electronic signature on the DD Form 1556 **MUST** match the signature in Section D, item # 32.
  - All of Section A (self-explanatory)
  - All of Section B (for Item #23, project if exact dates are unknown)
  - Section C—# 25 only (obtain cost from school; estimate books)
  - Section D—# 32 only (signed and dated by supervisor)
7. ☐ **DD Form 1610,** Request an Authorization for TDY Travel of DOD Personnel. (Complete **ONLY** Items 1 through 15 of the form.) Upon selection for training, the AAESA Resource Management Division will complete DD Form 1556 and DD Form 1610 and return to the applicant by fax.

**ACTIONS TO BE  
COMPLETED BY  
APPLICANT UPON  
SELECTION:**

8. ☐ **Acceptance Letter from University.** Degree completion programs (e.g., Naval Postgraduate School, School of Choice Program), applicants must be accepted by the university prior to application to the AETE Board.

1. ☐ Apply and receive acceptance from the training institution. Funds will not be released until applicant accepted; exception: degree completion programs require acceptance PRIOR to application.
2. ☐ Make reservations for accommodations and travel.
3. ☐ Additional administrative information is found in the General Information section of the AETE policy on the ASC home page.

**ASC HOME PAGE:** See home page for contact information on Acquisition Career Manager and information on the SRPE, the IDP, the ACRB, the AETE Catalog, and the AETE Policy/Procedures. (<http://asc.rdaisa.army.mil>)

**MAIL COMPLETE APPLICATION PACKAGES TO:** (Must be received no later than the date indicated on the AETE Board announcement. Late applications will not be accepted.)

U.S. Total Army Personnel Command  
ATTN: TAPC-OPB-B (AETE/Johnston)  
Room 7S33, 200 Stovall Street  
Alexandria, VA 22332-0411

- Faxed, scanned or any other electronic submission will not be accepted, nor will they be considered as having met the suspense date.
- Applications submitted in Government Postage Paid envelopes will not be accepted.
- Applications must be received at PERSCOM by the suspense date. Incomplete/late applications will not be acknowledged, considered or returned.

**FUNDING FOR  
PARTICIPANTS:**

The Army Acquisition Support Center (ASC), Resource Management Division, will provide central resource support for participants. See table below. This office will pay tuition costs directly to the schools and certify student travel orders.

Category	Tuition	Backfill Salary	Other
Long Term Training (LTT) (120 Calendar days or more)	Yes	No	TDY under JTR School of Choice: TDY not authorized!
			Registration fee, books, lab fees
Part-time Training	Yes	No	TDY under JTR
Seminars	Yes	No	TDY under JTR
Mandatory Training	Yes (DOD Funded)	No	TDY under JTR
Tuition Assistance	Yes	No	Lab Fees/Books

**TRAINING REQUEST****(DD FORM 1556):**

A Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) must be completed by the individual attending training. The attendee should complete items 1-32, excluding blocks 27, 29 and 30, which will be completed by the ASC Resource Management Division. Section 26 is not used. The Acquisition Support Center (ASC) will complete sections 33 and 34. A completed copy of the DD Form 1556 will be provided to the student upon selection for training. The billing instructions in block 37 should read:

ATTN: DFAS Rome  
Vendor Pay RO FPV  
325 Brooks Road  
Rome, NY 13441-4527

**TRAVEL ORDER****(DD FORM 1610):**

The ASC Resource Management Division will provide funds for travel. A Request and Authorization for TDY Travel of DOD Personnel (DD Form 1610) must be completed by the individual traveling. The traveler should complete items 1-17 on the DD Form 1610 and provide to the same address as the application was provided. Blocks 18-22 will be completed by ASC Resource Management and finalized temporary duty orders will be provided at the same time as the completed DD Form 1556. ASC Resource Management Division will have blocks 18-22 completed and returned to traveler via fax.

**AUTHORIZED EXPENSES:**

Authorized expenses are determined by several factors including the training location in relation to the work site. Specific regulatory requirements are contained in Volume 2 of the Joint Travel Regulation (JTR). For training outside the commuting area, the participant is authorized one trip to and from the training site. In addition, the Long-Term Training (LTT) participant is Authorized Per diem for LTT at the rate of 55 percent of the established rate at the training location. Reimbursement for local travel mileage while on per diem is not authorized.

**MANPOWER SPACES:** Employees selected for centrally funded LTT assignments will either return to their organization after graduation or be assigned to another organization based on their IDP. These employees will remain on the parent organization's TDA during the training period unless arrangements can be made for them to move earlier if they are scheduled to go to another organization. Early movements are encouraged.

**TIME CARDS AND LEAVE:** The participant's employing activity will be responsible for administration of leave and maintenance of leave records, to include timecards. It is important that the office maintaining the time and attendance record is fully aware of recess periods at the training site. Annual leave will be charged if the student does not return to their position during any recess periods unless prior approval is obtained to use such time for training-related study or research.

**ELECTRONIC ACCESS:** This complete catalog resides on the Web at <http://asc.rdaisa.army.mil>.